



## State of Nevada – Department Of Personnel

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### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
TEACHER LICENSING ANALYST	33	B	5.221

#### DEFINITION OF THE CLASS:

Under general supervision, supervises and participates in the evaluation and determination of eligibility for teacher licensure for one of two geographical divisions of the State and performs related work as required.

#### EXAMPLES OF WORK:

(The following is used as a partial description and is not restrictive as to duties required.)

Evaluates college/university transcripts in order to determine the eligibility of individuals to receive a Nevada Teacher License. Computes numbers of hours and areas on submitted transcripts and compares results to the requirements of the law and applicable manual to determine if the requirements are met for years of licensure and/or endorsements. Reviews applications in order to determine if applicant meets the citizenship requirements of the law. Reviews catalogs to determine if the college/ university attended by the applicant was properly accredited by a nationally recognized accrediting association.

Attends meetings of the Commission on Professional Standards and provides technical advice as required.

Prints and provides copies of appropriate type of certificates and/or endorsements to applicant and to interested school districts in order to inform all parties of eligibility of applicant to teach in Nevada.

Corresponds with applicant, as necessary, in the event that additional information or coursework is needed to complete the evaluation process or that an applicant is not eligible to receive a license to teach in Nevada.

Supervises assigned staff by: planning, organizing and assigning tasks according to the position held; evaluating performance on a yearly basis in order to assure that supervised activities are carried out in an appropriate and timely manner. Supervises preparation of bank deposits of application money in order to assure correctness of balance and timely deposit of money.

Administers Nevada School Law, Nevada Constitution and U.S. Constitution exams by: contacting superintendents and/or principals to ascertain the numbers of individuals who need to take the test; preparing and mailing test packages to districts/schools by certified-return receipt required mail; and reporting in writing the results of the exams to individuals and districts/schools.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

Knowledge of the provisions of the Nevada Revised Statutes and Administrative Code with regard to licensing teachers.

Ability to operate office equipment such as photocopiers and calculators. Ability to operate an IBM/PC Computer and Printer including working knowledge of equipment capabilities and mechanics. Ability to manage time. Ability to motivate others and stimulate to effective action. Ability to negotiate, exchange ideas, information and opinions with others to formulate policies/programs and for completing task. Ability to reason persuasively to resolve problems that might occur. Ability to supervise staff including: organizing workflow to accomplish objectives, delegating responsibility, training, evaluating support staff effectiveness and administering necessary discipline. Ability to organize material, information, people in a systematic way to optimize efficiency and minimize duplication of effort. Ability to set priorities which accurately reflect the relative importance of job responsibilities. Ability to work independently and follow through on assignments with minimal direction.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Ability to read and interpret technical or legal documents such as Nevada Administrative Code and Nevada Revised Statutes. Ability to analyze information, problems, situations, practices or procedures to define the problem or objective, identify patterns, tendencies and relationships, and to recognize alternatives and their implications. Ability to write grammatically correct, routine business correspondence. Ability to speak on a one-to-one basis using appropriate vocabulary and grammar to obtain information and explain policies and procedures. Ability to make oral group presentations to provide information or explain policies and procedures. Ability to discuss a variety of job-related topics on short or no notice. Ability to speak with persons of various social, cultural, economic and educational backgrounds to ensure a complete understanding of Nevada regulations for becoming a teacher. Ability to add, subtract, multiply and divide whole numbers, fractions without a calculator to complete evaluation duties and tasks. Ability to establish rapport and gain the trust of others. Ability to listen perceptively and convey awareness. Ability to work as part of a team. Ability to establish and maintain cooperative working relationships with support staff, co-workers, district's personnel and supervisor. Ability to analyze transcripts using logic and quantitative reasoning. Ability to perform a variety of duties, often changing from one task to another of a different nature. Ability to perform under the stress of frequent interruptions and/or distractions.

EDUCATION AND/OR WORK EXPERIENCE:

I

Bachelor's degree from an accredited college or university and two years of experience evaluating requests/applications against established guidelines and making decision to approve or deny; OR

II

High school graduation and four years of experience as described in option I; OR

EDUCATION AND/OR WORK EXPERIENCE: (cont.)

III

An equivalent combination of education and experience in which the applicant demonstrates possession of the entry level knowledge, skills and abilities.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

5.221

ESTABLISHED:	7/1/65
REVISED:	4/1/69
REVISED:	8/27/76
REVISED:	12/19/85-12
REVISED:	7/1/91P
	7/6/90PC